

STUDENT

Student Payments

To initiate payments on your student account through **Nelnet**, a **third-party processor**, access the *Finances* application on the Workday dashboard.

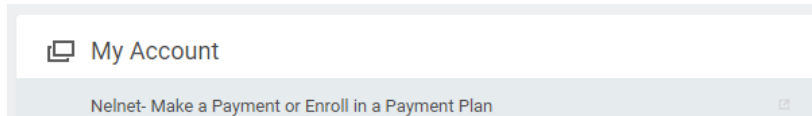


1. Review *Account Balances*.

Account Balances

Total Account Balance	Past Due Amount	Due Now Amount
934.12	904.12	934.12

2. Under *My Account*, click *Nelnet- Make a Payment or Enroll in a Payment Plan*.

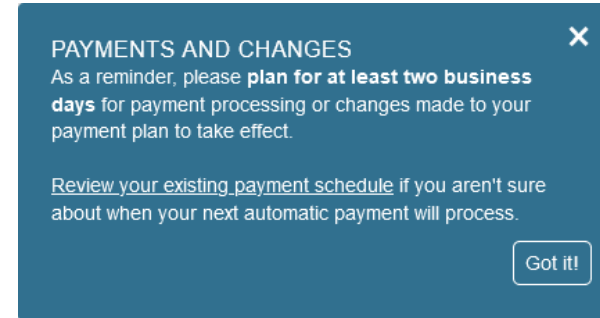


An external webpage will open in a new tab with PSC and Nelnet's logo at the top.

Note: The first time you log in, you'll be required to set up your Nelnet account by reviewing and completing your contact information: name, address, time zone, email, and phone number. The next page will require you to set up a pin and two telephone identification questions. If Nelnet contacts you by phone, they will require this authentication.

3. Select *Make A Payment* to pay any amount, total amount, past due amount, or due now amount.

A pop-up will appear the **first time only** to provide helpful advice about payments and changes:



If you recently made a payment that is still processing, a pop-up window will remind you that payments are processing and cannot be canceled or changed.

4. Click **Got it!**
5. Checkmark your *Student Account Balance*.
6. Enter an amount.
7. Select **Next – Payment Method**.

Select Accounts to Pay

ACCOUNT	TERM	CURRENT BALANCE	PAYMENT AMOUNT
<input checked="" type="checkbox"/> Student Account Balance	Spring 2022	1,134.12	\$ 200.00
			PAYMENT AMOUNT \$200.00
		Cancel	Next - Payment Method

8. Choose your payment method.

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to 2.75%
- Debit Card - up to 2.75%
- Checking or Savings Account - no fee

- Bank Account
- Credit/Debit Card (Visa, Mastercard, Discover, or American Express)

9. Complete all the account details.

Place a checkmark next to Save bank account to Financial Accounts for future use if you want your account information stored.

10. Click the *Nelnet Returned Payment Fee Policy* to see additional details about the **\$30 returned payment fee**.
11. Review that the transaction is correct by reading the Authorization:

Authorization

By clicking the Pay Now button, you authorize Nelnet on behalf of Pensacola State College to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

12. Click **Pay Now** [the amount will also display between Pay now].

Pay \$30.00 Now

In this example, the student paid \$30 for their application fee.

13. A transaction receipt will appear after processing and remains saved under Correspondence by clicking the bell icon and is emailed to your PSC email with the option to have it sent to another email address.
14. Click **Proceed to Home** or switch back to your Workday tab and refresh your *Finances* page to reflect an updated balance since payments process immediately and cannot be canceled.

The account balance on the first page has now decreased by \$30.

Account Balances

Total Account Balance	Past Due Amount	Due Now Amount
904.12	874.12	904.12

Your Nelnet homepage displays:

- *Payment Activity*
 - ❖ Name and PSC ID
 - ❖ View Details link, which includes Schedule, Transactions, Balances, Payments Made, Changes, and a Payment Summary
 - ❖ Current Balance
 - ❖ Transaction Details
 - ❖ Make A Payment
 - ❖ Current Academic Period
 - ❖ Amount Due
- *Account information*
 - ❖ Email
 - ❖ The option to receive text services on your mobile phone.
 - ❖ Saved Bank Account name and last 4 digits
 - ❖ The option to Add an Authorized Party to pay toward your balance.
- The *My Profile* tab contains your contact information, Manage Payers, Phone Authentication details, and Communication Settings.
- The *Financial Accounts* tab contains your saved payment account(s).

NEW WORKDAY TERMINOLOGY
SEMESTER/TERM = ACADEMIC PERIOD

If for any reason you sign out or close the Nelnet window, switch to Workday and re-click the *Nelnet- Make a Payment or Enroll in a Payment Plan* under the *Finances* application.